

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 01/27/1998	NUMBER 06.04.120
SUBJECT COMMUNITY SERVICE WORK		SUPERSEDES PD 06.04.120 (04/01/91)	
		AUTHORITY MCLA 771.3c; 791.203; 791.237; 791.265c; Administrative Rule 791.4425	
		ACA STANDARDS 2-3123; 2-3129	
		PAGE 1 OF 2	

POLICY STATEMENT:

Offenders may be required to perform community service work as a condition of placement in Community Residential Programs (CRP), or as a special condition on a parole or probation order.

RELATED POLICIES:

- 06.02.105 Offender Reimbursement for Community Residential Programs (CRP) and Electronic Monitoring Systems (EMS)
- 06.03.105 Electronic Monitoring Systems (EMS)

POLICY:

DEFINITIONS

- A. Community Service Work - Work performed by an offender in an unpaid position with a nonprofit or tax supported agency for a specified number of hours within a given time period.
- B. Offender - Prisoners, parolees and probationers.

GENERAL INFORMATION

- C. Community service work performed by an offender shall not supplant the work of regular agency employees, but should be work that would ordinarily be done by volunteers or innovative services performed for the community that would not usually be done.
- D. The Department will not assume liability for any personal injury or property damage which occurs as a result of community service work performed by an offender.

COMMUNITY SERVICE WORK REQUIREMENT

- E. Except as set forth in Paragraphs F and G, an offender in CRP may be required to perform community service work as set forth in PD 06.02.105, Offender Reimbursement for Community Residential Programs (CRP) and Electronic Monitoring Systems (EMS).
- F. A probationer shall be required to perform community service work only as ordered by the sentencing court.
- G. A parolee shall be required to perform community service work as directed by the supervising field agent or Parole Board.
- H. An offender shall not be required to perform community service work during the period of time s/he is under 24-hour house arrest, incarcerated, hospitalized or in an in-patient treatment program.

COMMUNITY SERVICE WORK PLACEMENT

- I. Each office supervisor or manager shall designate a Community Service Work Coordinator. The

DOCUMENT TYPE POLICY DIRECTIVE	EFFECTIVE DATE 01/27/1998	NUMBER 06.04.120	PAGE 2 OF 2
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Community Service Work Coordinator shall be primarily responsible for maintaining a list of all established community service worksites, the development of potential community service worksites and the placement of offenders. The placement of an offender shall be subject to the approval of the supervising field agent or office supervisor. This paragraph does not preclude field agents from also developing community service worksites for offenders.

- J. Information about an offender that may impact on her/his performance at a community service worksite shall be provided to the agency prior to placement. This information also shall be provided if such information becomes known during the period of time the offender is performing community service work. The placement shall be immediately terminated upon request of the supervisor of the community service worksite and an alternative placement developed.
- K. The supervising field agent shall screen each offender on an individual basis to determine the offender's ability to perform community service work. When possible, this should include a discussion with the offender regarding any limitations on his/her ability to perform community service work. Full-time employment, full-time homemaker responsibilities, full-time student status, advanced age, prescribed medications, observable physical handicaps, substance abuse, or other limitations do not necessarily render the offender unable to perform community service work, but may impact on the hours and kinds of community service work the offender is capable of performing.
- L. Field agents shall consider an offender's criminal record in determining the appropriateness of placement at a given agency or in a specific geographic area.
- M. The supervising field agent shall grant an offender credit for community service work upon a showing by the offender that s/he performed the required community service work. The agent shall verify performance of the community service work with the placement agency prior to granting credit. Appropriate documentation regarding the performance of community service work and credit granted shall be maintained in the offender's field file.

OPERATING PROCEDURES

- N. The Deputy Director, Field Operations Administration (FOA), shall ensure that within 60 days of its effective date, procedures implementing this policy directive are developed.

AUDIT ELEMENTS

- O. A Primary Audit Elements List has been developed and will be provided to Regional Administrators, FOA, to assist with self-audit of this policy, pursuant to PD 01.05.100, Self Audit of Policies and Procedures.

KLM:OPH:12/23/97